



## Fees and Charges Report

**Date:** June 19, 2023  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager, Chief Financial Officer  
**From:** Brian A. Ritschel, Office of Management & Budget Director  
**Subject:** Citywide Administrative Updates to Schedule of Fees and Charges

### Purpose and Recommendation

The Office of Management & Budget recommends administrative updates to various department Fee & Charges schedules to remove fees no longer applicable, clean up verbiage, and align the intention of a fee.

### Background

The Office of Management & Budget gathers information from all departments on desired updates to Fees & Charges Schedules on an annual basis. Departments recommend these updates in their own report. There are several clean-up items/adjustments that need to be made that the department would like to present as a whole for review.

### Discussion

Departments that have minor updates to fee schedules, with no fiscal impact, include:

- Business Services Revenue Collection Operations
  - Mobile Food Vendor requires an investigation fee of \$25 per license. The double asterisk was mistakenly missed when updating the final schedule for FY 2022/23.
  - Removal of the Renewal late fee under Massage/Body Work Establishments. If businesses do not renew on time, they must reapply.

- City Clerk
  - Replace “CD” with “digital media” (currently thumb drive, likely to change with technology).
- Police Department (as listed under the Police, City Prosecutor’s Office & Animal Control Division Schedule of Fees & Charges):
  - Remove all alarm fees related to alarm companies. Municipalities have been preempted by the State from regulating alarms companies for several years (HB2546 2014).
  - Removal of all printed photo options (not offered by Records or Photo Safety). Digital copies are provided for photographs as a CD/DVD.

**Alternatives**

Taking no action will result in no fiscal impact, as the departments have been operating in this capacity.

**Fiscal Impact**

There is no fiscal impact to make these administrative updates and corrections to the applicable schedules.

**Coordinated With**

Updates were requested by and coordinated with the City Clerk, Business Services, and the Police Department.

## Fees & Charges Schedule – Key

### Heading Configuration

<b><u>Schedule of Fees &amp; Charges</u></b>
<b>Department</b>
Contact Information
<b>HEADING 1</b>
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

### Font Indications

Font	Font Indications
Regular Font	Existing fee or language
<del>Strikethrough</del>	Fee or language will be deleted from the Fee Schedule
<b>BOLD CAPS</b>	Language is being added to Fee Schedule
<b>Bold</b>	New or increased Fee Amount

**Schedule of Fees & Charges**  
**Exhibit A – Revenue Collection Operations**  
**Department: Business Services**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<u>MOBILE FOOD VENDOR**</u>						** Added, indicating a required Investigation Fee of \$25.00 per license. All fees are non-refundable and are not prorated.
<u>MASSAGE/BODYWORK ESTABLISHMENTS</u>						
Renewal Late Fee (Massage Establishment Only)	\$25.00					Not applicable. If a business does not renew on time, they must reapply.

**Estimated Total Annual Fiscal Impact: \$0**

**Schedule of Fees & Charges**

**Exhibit B – City Clerk**

**Department: City Clerk**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>Documents</i>						
<del>CD</del> <b>Digital Media</b>	\$5.00		Each			Replace CD with Digital Media

**Estimated Total Annual Fiscal Impact: \$0**

**Schedule of Fees & Charges**

**Exhibit C – Police, City Prosecutor’s Office & Animal Control Division**

**Department: Police Department**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>PHOTO</i>						
4 x 5 Color	\$2.50		Each			Remove, no longer offered
8 x 10 Black and White	\$5.00		Each			Remove, no longer offered
8 x 10 Color	\$5.00		Each			Remove, no longer offered
Polaroid	\$5.00		Each			Remove, no longer offered
Photograph, 5 x 7, (photo radar requests)	\$5.00		Each			Remove, no longer offered
<i>ALARM FINES, FEES AND ASSESSMENTS</i>						
Alarm Company Licensing — Initial License Fees:						Remove, no longer offered
Primary Alarm Business	\$200.00					Remove, no longer offered
Reciprocal Alarm Business	\$75.00					Remove, no longer offered
Alarm Agent	\$70.00					Remove, no longer offered
Criminal History Investigation — Cost determined by DPS	Current Cost					Remove, no longer offered
Alarm Company Licensing — Renewal License Fees:						Remove, no longer offered
Primary Alarm Business	\$20.00					Remove, no longer offered
Reciprocal Alarm Business	\$10.00					Remove, no longer offered
Alarm Agent	\$20.00					Remove, no longer offered
Criminal History Investigation — Cost determined by DPS	Current Cost					Remove, no longer offered
Duplicate License Fee	\$10.00					Remove, no longer offered
Alarm Company Assessments						Remove, no longer offered
Failure to ECV (civil litigation)	\$50.00					Remove, no longer offered
Failure to provide permit number when asking for police response	\$15.00					Remove, no longer offered
Request Dispatch to a location in error	\$75.00					Remove, no longer offered
Failure to Provide Cancel/New Subscriber Lists as required	\$50.00					Remove, no longer offered

**Estimated Total Annual Fiscal Impact: \$0**